

SEP-25-2002 09 59

ADM DCPM



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20545-0001

SEP 25 2002

Strategic Staffing, Inc  
ATTN: Lara Townsend  
1420 Prince Street  
Suite 100  
Alexandria, VA 22314

Dear Ms Townsend

SUBJECT. TASK ORDER NO. 4 ENTITLED "ADMINISTRATIVE AND CLERICAL  
SUPPORT FOR THE OFFICE OF THE GENERAL COUNSEL"  
UNDER CONTRACT NO NRC-10-02-161

In accordance with Section C 18, Task Order Procedures, and Section B.1.A, Price Schedule, of the subject contract, this letter definitizes Task Order No 4. This effort shall be performed in accordance with the enclosed Statement of Work. The period of performance for Task Order No 4 is expected to begin on October 15, 2002, and expire on December 11, 2002, with an estimated cost of \$8,499 20. Funds in the same amount are hereby obligated for performance of this task order. The Contractor shall not incur costs for this task order which exceed the obligated amount of \$8,499 20.

An option period may be exercised by the Government in accordance with Section C 8 for the period December 12, 2002 through October 14, 2003, at an estimated cost of \$46,453 44

Accounting data for Task Order No. 4 is as follows

B&R No	220-15-101-112	
Job Code	J3025	
BOC Code.	252A	
Appropriation No .	31X0200 20	
Amount Obligated by This Action		\$8,499 20

The following individuals are considered by the Government to be essential to the successful performance of the work hereunder:

[REDACTED]

The contractor agrees that such personnel shall not be removed from the effort under this task order without compliance with the contract

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The issuance of this task order does not amend any terms or conditions of the subject contract

Your contacts during the course of this task order are

Technical Matters     Jeanne Cucura, Project Officer  
(301) 415-6538

Task Manager:         Gene Imbro  
(301) 415-3288

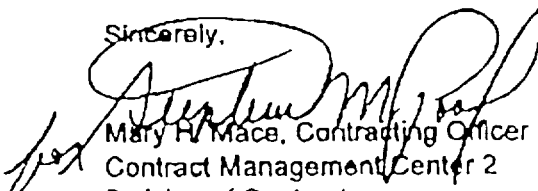
Contractual Matters:     Debbie Neff, Contract Specialist  
(301) 415-8160

Please indicate your acceptance of this task order by having an official, authorized to bind your organization, execute three (3) copies of this document in the space provided and return two (2) copies to the Contract Specialist at the address below. You should retain the third copy for your records

U.S. Nuclear Regulatory Commission  
Attn: Ms. Debbie Neff  
ADM/DC/CMC2, Mail Stop T-7-I-2  
Washington, DC 20555

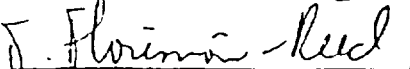
If you have any questions regarding this task order, please contact Ms. Neff at (301) 415-8160.

Sincerely,

  
Mary H. Mace, Contracting Officer  
Contract Management Center 2  
Division of Contracts  
Office of Administration

Enclosure: As stated

ACCEPTED: TASK ORDER NO 4

  
NAME  
Director of Operations  
TITLE  
Sept 25/02  
DATE

correspondence (i.e., letters, memoranda, briefs, reports, charts, graphs, and other documents) of a technical and non-technical nature in draft and final format from either handwritten, e-mail, and/or oral dictations. Ensures all correspondence are in compliance with NRC correspondence format, coding, careful proofreading, and spell and grammar checks for accuracy and correctness.

- o Provide receptionist services to include receiving telephone calls and visitors and referring them to the proper individual or office for assistance and consideration. Receive and forward messages to DE/NRC personnel. Place telephone calls and make appointments for DE/NRC personnel. Arrange and schedule meetings and conferences for or with DE/NRC personnel through Office of Administrative Services Request System.

- o Provide clerical services by preparing and making arrangements associated with travel authorization, itineraries, travel reports, and travel settlement requests for staff personnel, witnesses or visitors.

- o Prepare and check for correctness, the input into the Human Resources Management System (HRMS), the agency's time and attendance data base, and provide assistance on DE personnel's time and attendance reporting and tracking requirements.

- o Establish, track and/or maintain documents in applicable paper and electronic filing systems of records, including ADAMS, the Agency-wide Documents Access and Management System. Track documents for DE review in tracking database. Copy documents and distribute documents per technical direction. Dispose of documents and records in accordance with an approved records disposition schedule and disposition method.

- o Receive, handle, review, and disseminate mail to the proper addressee(s).

- o Assemble background information from official files, and other sources for presentation as requested to DE or NRC staff.

#### **4 Experience, Skills, and Standards of Performance:**

- o High proficiency and experience in the use of office information technology (IT) and automated equipment and IT access (personal computer, printers, telephone, voice mail, faxes, copiers, Internet and e-mail) and a high proficiency in typing of 45 WPM/3 errors. Prior experience and usage of Corel WordPerfect Suite 8.0 (Corel WordPerfect, Corel Presentations, Corel QuattroPro), and Microsoft Office (Microsoft Word, Microsoft PowerPoint, Microsoft Excel) is desired, however, Corel WordPerfect, Microsoft Word, and GroupWise (or similar e-mail system) is required.

- o Quickly acquires knowledge, skills, and understanding of NRC forms, NRC correspondence format, NRC unique software applications, including HRMS and ADAMS, and NRC requirements governing travel regulations and travel requests processing.

- o Under NRC telephone procedures, answers telephone calls promptly and courteously. Refers calls and visitors to correct office and/or person. Assist visitors in a courteous manner.

- o Promptly reviews and correctly distributes incoming mail. On a daily basis, follows up on all due actions and calls attention to staff personnel on items. At least twice a day, checks outgoing mail for delivery and picks up mail from incoming boxes.
- o Ensures that all draft and final typed correspondence, documents, indexes, memoranda, briefs, and report products are neat, properly formatted, spell checked, and are accurate using proper NRC format and proofread for correct spelling, grammar and punctuation. Uses proper NRC coding and format. Provides file products within the requested time frames.
- o Promptly prepares, copies, faxes, distributes, and maintains office documents and files consistent with DE and/or NRC operating procedures. Ensures office files are properly maintained and kept up to date.
- o Acquires the timely signature and certifications from staff personnel regarding their Time and Attendance (T&A). Follows up to ensure that the T&A input is accurate and correctly posted by the required DE deadline.
- o Timely and correctly inputs and tracks all actions submitted for DE review in tracking database
- o Prepares in sufficient time, travel authorization requests that are accurate and correct for processing and follows up to ensure personnel have their travel tickets and travel advance in sufficient time prior to the date set for travel departure. Upon completion of travel and based upon information provided by staff personnel, prepares, within two weeks the individual travel voucher for payment processing.

**5. Estimate of Level of Effort/Period of Performance:** The contractor shall provide services described above on a full time basis in accordance with the fixed price of a Secretary II established in Section B of Contract No. NRC-10-02-161. The base period of the task order is expected to commence on October 15, 2002 and expire on December 11, 2002, with an estimated level of effort of 320 hours. The option period shall commence on December 12, 2002 and expire on October 14, 2003, with an estimated level of effort of 1,749 hours. The contractor shall perform these services for NRC/NRR/DE during the hours of 7:45 AM - 4 30 PM Monday through Friday. The contractor shall not charge or bill for contractor employee's absences, lunch periods, and holidays.

**4. Key Contractor Personnel:** The proposed and assigned contractor's personnel under this task order shall be deemed as a key personnel and the contractor shall, therefore, obtain approval from the NRC Contracting Officer prior to assigning or substituting the proposed contractor key personnel. In the event of temporary absences such as, but not limited to, contractor personnel's time off, illness and vacation leave, the contractor shall immediately provide as interim coverage a qualified substitute contractor employee for the period of time during the key personnel's absence.

**5 Government Furnished Equipment, Facilities and Services:** The NRC will provide or make available to the contractor government furnished space, work desk, office supplies and

information technology (IT) equipment (computer, monitor, keyboard, printer, fax machine, copier, telephone), IT services and IT access (e.g., Internet and e-mail) necessary to provide the required services. The contractor is responsible for providing trained office personnel with existing knowledge and significant experience in using office information technology equipment such as word processing, voice mail telephone, Internet, faxing, photocopying and e-mail usage. The contractor is responsible for ensuring its employee's use of all Government Furnished Equipment/Property, and access appropriately. The contractor and the contractor's personnel are prohibited from misuse, abuses and from using the government furnished equipment, services or access for personal use. The Government will provide information and train the contractor personnel on NRC agency unique software applications.

6. **Non-Disclosure/Confidential Agreement:** The contractor's personnel shall handle or have access to files or information that includes internal for official use only information, personal information subject to the Privacy Act, commercial, financial, scientific, technical and proprietary information that is subject to the Trade Secrets Act, and the Economic Espionage Act. Unless provided with written permission by DE, neither the contractor nor any of its personnel shall disclose or use this information or provide this information to anyone outside of the Division of Engineering

7. **Non-Personal Services:** The contractor and the contractor's assigned personnel shall understand and acknowledge that the services provided under this task order to DE and/or NRC do not and will not create an employer-employee relationship between government and the contractor's assigned personnel. The contractor's assigned personnel shall not address or identify themselves as NRC and/or NRR/DE employees

8 **Performance Evaluation Report** On a quarterly basis, customer satisfaction under this task order will be assessed by the Task Manager in accordance with "Customer Satisfaction Requirements" of the basic contract. The Task Manager will complete the Performance Evaluation Report and provide his/her recommendation to the NRC Project Officer for review and approval.